



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

April 6, 2009  
Elsie Morales, HR Manager  
Monterey Mushrooms, Inc.  
260 Westgate Drive  
Watsonville, CA 95076  
[emorales@montmush.com](mailto:emorales@montmush.com)

Transmitted Via E-Mail

Dear Ms. Morales:

RE: FINAL VISIT REPORT for Monterey Mushrooms 3 – ET07-0287

Date of the Visit:	4/28/08
Beginning/Ending Time:	9:50 a.m. – 12:30 p.m.
Visit Location:	Royal Oaks
Persons in Attendance:	Elsie Morales, HR Manager; and Teresa Teles, ETP
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	4/1/07 - 3/31/09	Agreement Amount:	\$1,038,6000
Training Start Date:	4/1/07	No. to Retain:	Job 1: 697 Job 2: 358 Job 3: 99
Date Training must be Completed:	12/31/08	Range of Hours - All Jobs:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours - All Jobs	50

## FINAL REPORT SUMMARY:

### **HISTORY OF AGREEMENT CHANGES**

ETP approved one Agreement Modification on 4/17/07, to separate the trainees into three jobs each job representing a farm – Royal Oaks, Morgan Hill, and Las Lomas. MMI felt that the separate jobs would give each farm the responsibility to track its own training.

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ETP (04/15/05)

### ***INTERVIEW WITH THE PROJECT ADMINISTRATOR:***

- What barriers, if any, did your company experience in implementing your ETP project?  
You responded that the training would be great if MMI could provide a greater percentage of it to the supervisory level. So many times, supervisors are in positions with very little training on how to be an effective supervisor. Training specifically designed for supervision would be invaluable.
- What problems, if any, did your company experience with ETP record keeping?  
The tracking website was not user friendly. Although there were significant changes from the previous contract, the website could still be more user friendly. You reported that you found the website difficult to navigate and cumbersome to enter and correct data.
- What assistance could ETP have provided that would improve the process for future Contractors?  
Clearly outlining what is acceptable and unacceptable training would be helpful and the persons doing the entry need to be supplied with this information.
- How did your company benefit from the ETP training?  
MMI now has a workforce that has a better of understanding of the business. The communication between MMI and bargaining unit greatly improved and the two no longer seem to be fighting each other.

### **PROJECT STATUS:**

<b>Job Number</b>	<b>Number Started Training</b>	<b>Number Enrolled</b>	<b>Dropped (following enrollment)</b>	<b>Completed Training and Retention</b>	<b>Projected Earnings</b>
<b>1</b>	731	1,587	210	554	\$506,862
<b>2</b>	408	916	106	324	\$195,516
<b>3</b>	84	236	51	65	\$36,054
<b>Totals:</b>	965	1399	367(*)	943	\$738,432

\* Additional trainees may be dropped after review of retention and wage requirements.

According to ETP records, MMI expected to retain a total of 943 trainees (82% percent of planned retentions) for a total reimbursement of \$738,432, (71 percent of the encumbered amount). The closeout invoice will be submitted by May 1, 2009.

Job 1 – Royal Oaks Farm: Mr. Goodwin reported that training this farm is well established and both employees and management have seen positive development in communication, fewer complaints, and more problem solving by employees. Job 1 is projected to earn 81% of funds.

Job 2 – Morgan Hill Farm is beginning to institutionalize the training and began seeing improvements that mirror as Royal Oaks. Job 2 is projected to earn 61% of funds.

Job 3 – Las Lomas Farm: This was the first time the farm participated in the ETP training and struggled in the implementation of formal training program. The start of training was delayed as scheduling the training proved to be more difficult than anticipated. Covering positions while in training was a challenge. Representatives estimate that even with the difficulties, the projected

earning for this farm is 40 percent of the ETP funds which is an accomplishment for first time formal training program for this farm.

**ATTENDANCE ROSTERS:**

Ms. Teles reviewed the completion of training for a sample of trainee from each of the three job numbers. The documentation reviewed appears to be in compliance with ETP requirements and matches the hours entered into ETP's On-line Tracking System.

**AUDIT:**

Monterey Mushrooms will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

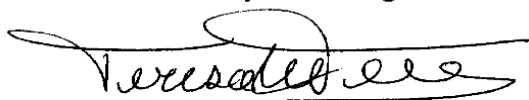
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Teresa Teles at (650) 655-6940 or at [tteles@etp.ca.gov](mailto:tteles@etp.ca.gov) within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Teresa Teles, Analyst  
San Francisco Bay Area Regional Office

cc: Shah Kazemi, MMI, [skazemi@montmush.com](mailto:skazemi@montmush.com)

Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor 4/6/09